

## **VACANCY ANNOUNCEMENT # 13/11/47**

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### **COMMERCIAL ASSISTANT FSN-7 (OR); FP-7 (NOR)**

**From:** HR-Theresa Gillespie  
**Open to:** All interested candidates  
**Opening Date:** December 2, 2013  
**Closing Date:** December 16, 2013  
**Work Hours:** Full time - 40 hours per week  
**Desired Start Date:** January 13, 2014

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ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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The U.S. Embassy is seeking an individual for the position of Commercial Assistant in the Foreign Commercial Service (FCS).

#### **BASIC FUNCTION OF POSITION**

The incumbent will provide critical support to CS Lima's Commercial Officers and Specialists in delivering fee-based CS programs and services, such as Gold Key Matchmaking Service, International Partner Search, Business Facilitation Service and International Company Profiles. The incumbent will also be instrumental in providing and organizing logistical support functions for CS Lima's trade promotion events including, managing the promotion to and the recruitment of Peruvian and U.S. firms, reporting on trade events and organizing and supporting a high volume of trade missions hosted by CS Lima. The incumbent will support fee-based services delivered by CS Lima Commercial Specialists and works closely with the Commercial Specialists to enhance outreach via phone, fax and email, to potential Peruvian partners of US companies under our Gold Key Matchmaking and International Partner Search services. The incumbent provides all logistical and support functions to ensure these services are completed to the upmost satisfaction of our clients and follows up with past clients and trade mission participants to 'harvest' export successes. The incumbent will also serve as CS Lima's webmaster and will be asked to drive CS Lima's car on occasion. The incumbent will serve as the backup on a as needed basis for Commercial Clerks and the Budget and Finance Office Manager.

**Please note:** At the end of this Vacancy Announcement you will find a complete list of the major

duties and responsibilities of the position as defined in the Position Description.

## **QUALIFICATIONS REQUIRED**

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ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

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**1. Education and Experience:** Completion of two years of college/university studies in general coursework such as English composition, math, education, and other general electives are required and two years of experience in the fields of marketing, trade promotion, economics, sales, business administration or international trade or experience in working with the Government or NGOs in the marketing field is required **or** Completion of one year of college/university studies in general coursework such as English composition, math, education, and other general electives are required and three years of experience in the fields of marketing, trade promotion, economics, sales, business administration or international trade or experience in working with the Government or NGOs in the marketing field is required **or** Completion of high school is required and four years of experience in the fields of marketing, trade promotion, economics, sales, business administration or international trade or experience in working with the Government or NGOs in the marketing field is required.

**2. Language:** Level IV (Fluent) Speaking/Reading/Writing English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.

**3. Job Knowledge:** Must have good working knowledge of Peru's industry and business sectors, economy, local business trade practices, restrictions, and organization.

**4. Skills and Abilities:** Must have the ability to develop and maintain working level contacts in the government and private sector. Must have the ability to obtain and evaluate data and prepare accurate and precise reports. Must have the ability to give sound objectives to American and Peruvian business partners. Must have good writing and communication skills. Must use on-line and internet information resources to compile industry and commercial information. Must have excellent skills in the use of standard computer software (Word, Excel, PowerPoint) and internet-based communications are required. A valid driver's license is required. Please attach a copy.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Hiring Office will receive qualified applications in the following order:
  - a. applicants with hiring preference (U.S. EFMs and U.S. veterans),
  - b. internal candidates, and
  - c. external candidates.
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. US Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment](#) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

4. Applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Submit applications to:**

[limarecruitment@state.gov](mailto:limarecruitment@state.gov)

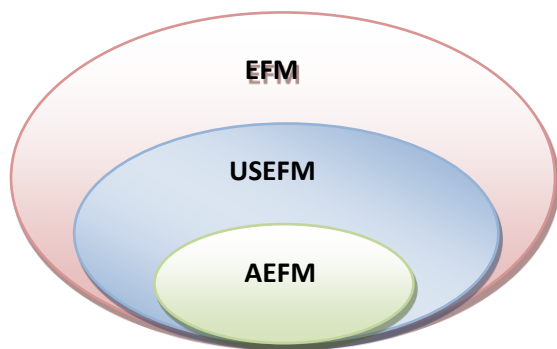
- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5 MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

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**Appendix A**

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DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of

self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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## Appendix B

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If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used

- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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**CLOSING DATE: December 16, 2013**

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**The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

Cleared by: FCS-Ricardo Pelaez \_\_\_\_\_

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### **Major Duties and Responsibilities of the Position**

The position is a Commercial Assistant, working with Commercial Officers and senior FSNs to help in the planning, organizing and implementing trade missions, individual company Gold Key visits and in completing ICPs, IPSs. Helps making business appointments for visiting trade missions' participants and individual company Gold Key business schedules. Helps identify and

contact appropriate local companies for business matches for U.S. firms. For trade missions, prepares participant information kits and assists at meetings. Assists at trade events. Occasionally accompanies clients on services.

Maintains contact lists and uploads client information on the CTS and other Post databases. Updates contact database information. Enter new contacts and updates existing contact records in CS Lima contact databases. Prepares contact lists, using CS Lima and commercially available resources; assemble and print contact lists.

Contacts hotels, transportation, interpretation/translation and other business service providers to solicit prices, make reservations and arrangements on behalf of CS Peru's clients and trade promotion events.

Arranges meetings and schedules for visiting US trade promotion event or service participants, including preparation of country/industry briefing packages.

Staff CS Lima booth at trade events, serving as receptionist, providing materials to visitors, and registering visitors. Follows up with US and Peruvian participants. Phone or email US participants in CS events to assess satisfaction, outcomes and any additional needs.

Conducts market research in support of Commercial Specialist services provided to clients and assists on market research reports conducted by Specialists.  
70%

Assists in harvesting export successes in support of services provided by Specialists, trade missions, and buyer delegations.  
10%

Provides support assistance to American officers and LES specialists on all aspects of delivering services to clients, including being listed as an incidental driver.  
5%

Webmaster – maintains Export.gov/Peru website for CS Lima.  
5%

Serves as official back up for Budget and Finance Office Manager and Commercial Clerks. Back up duties would include Time and Attendance, Sunflower Inventory System, EMENU finance and clerical receptionist duties. 10%

Occasionally, directly leads (if lead Specialist is not available) or supports CS Lima Services, such as Gold Keys, trade missions and International Buyers Programs.